

641—125.5(691) Minutes. The advisory council shall keep minutes of all its meetings showing the date, time, place, members present, members absent, and the general topics discussed.

125.5(1) The minutes shall reflect the actions agreed upon by the members for topics requiring the members' input or consensus.

125.5(2) If a meeting is convened within a 24-hour time period to discuss emergent issues, then the minutes shall reflect the emergent nature of this meeting.

125.5(3) If a meeting is conducted via telephone, then the minutes shall reflect the reason for the use of this method of communication.

125.5(4) The minutes shall be available at the office of the state medical examiner for inspection Monday through Friday from 8:30 a.m. to 4:30 p.m.